

Missouri State Library
WORKPLACE ESSENTIAL SKILLS (WES) MATERIALS
Information and Guidelines

The Missouri State Library has purchased a statewide educational use license for the Kentucky Educational Television program *Workplace Essential Skills (WES)*. The curriculum for this program consists of 25 videotapes and 4 workbooks that teach workplace readiness skills to adults who might have a high school diploma but have not used academic skills for a few years. *WES* not only teaches reading, math, communication, and problem solving in workplace contexts, but also the attitudes necessary to succeed. Students also learn how to prepare resumes and other job-seeking skills. Workbooks are written at a 6th to 8th grade reading level, and the series can serve as pre-GED instruction or as a tool in some ESOL settings. *Workplace Essential Skills* episodes are broadcast regularly on Missouri PBS stations, and the 25 videotapes in this collection duplicate the broadcasts.

Regular LSTA grant calls offer funding for libraries to form study groups using the *WES* materials. Through a partnership with the Missouri Department of Elementary and Secondary Education, **the State Library now has a limited number of WES videos and workbooks available to libraries that can justify their use as part of the collection without accompanying programming.** Libraries may record the PBS broadcasts and duplicate videos while the statewide license is in place. Workbooks may not be duplicated, but may be purchased in quantity at a discount under the State Library's license. Libraries that received these materials in an earlier grant period may apply for another set.

Materials will be awarded to qualifying libraries on a first-come-first-served basis. If you are interested in adding Workplace Essential Skills to your library's collection, complete the accompanying application and submit it to:

Marge Kudrna, Library Literacy Consultant
Missouri State Library
600 West Main St
PO Box 387
Jefferson City, MO 65102-0387

While there is no deadline for these applications, the available materials will be awarded to qualifying libraries as approved applications are received, so early submission is to the library's advantage. If you have questions or need additional information, contact Marge Kudrna at 1-800-325-0131 ext. 17, 573-522-9564, or marge.kudrna@sos.mo.gov.

Missouri State Library
***WORKPLACE ESSENTIAL SKILLS* MATERIALS**
APPLICATION FORM

Use this sheet as page 1 of your application.

Section I:

Name of library: _____

TIN#: _____ (Tax Identification Number)

Address: _____

City: _____ Zip code: _____

County: _____ Phone: _____ Fax: _____

Library Director: _____

Contact person: _____

E-mail address of contact person: _____

Section II: SIGNATURES

Signature of the Library Director is required, or the application will not be considered.

The _____ Library requests one set of *Workplace Essential Skills* materials from the Missouri State Library through that agency's partnership with the Department of Elementary and Secondary Education, Adult and Vocational Education section. We understand that qualifying applications will be accepted on a first-come-first-served basis and that the number of sets of materials available is limited.

Library Director: _____ Date: _____
(Sign in blue ink)

Name typed or printed: _____

Missouri State Library
***WORKPLACE ESSENTIAL SKILLS* MATERIALS**
APPLICATION QUESTIONS

Complete on a separate sheet of paper. Please number and copy each question to clarify the application for those who read it. Brief answers are sufficient.

1. Explain how these *Workplace Essential Skills* materials will fit into your collection and/or your current programming.
2. Justify your library's request for the *Workplace Essential Skills* materials. You may include community need, existing partnerships or programs, congruity or diversity in regard to your existing collection, or other factors.
3. Explain how patrons will be able to use the *Workplace Essential Skills* materials.
4. Explain how you will record and evaluate the use of these *Workplace Essential Skills* materials. *Please note that the Missouri State Library will contact you about a year after the receipt of the materials asking for a report on the use and usefulness of these materials. This information will be used within the ongoing partnership with DESE.*

Submit both pages of the application (form and questions) to:

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